



***State of Washington  
Department of Transportation  
Notice to Consultants  
I-405, Congestion Relief & Bus Rapid Transit Projects  
Strategic Program Implementation Services***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications for Strategic Program Implementation Services for the I-405, Congestion Relief & Bus Rapid Transit Projects in the Urban Corridors Office. WSDOT will award one (1) agreement for approximately \$250,000 to \$300,000.

**Project Descriptions**

The purpose of this Request for Qualification is to procure a consultant to provide strategic program and project management services. The I-405 Congestion Relief and Bus Rapid Transit Projects; including the nickel projects, RTID funded and other funded proposed projects, and Corridor design, represent a very large program to be developed in phases matched to available funding. The I-405 Team requires assistance in developing implementation plans for all the elements of the corridor vision. Early programming and planning will be critical to the success of the I-405 project implementation and WSDOT's ability to maximize available funds. WSDOT does not have available personnel that have the necessary strategic project and program management expertise and experience for these projects.

Consultant services need to begin as soon as possible but no later than October 31, 2003.

The project director, Craig Stone, will be available to discuss this consultant agreement, the project and the expected duties of the selected consultant at a RFQ briefing to be held September 10, 2003, from 1:00 pm to 3:00 pm at WSDOT, Rooms 119 & 120, 6431 Corson Avenue South, Seattle, WA 98108, (206) 768-5700.

At this briefing project displays will be present and other members of the project team will be available to answer questions. Reservations for each firm must be made with Gary Langrock who can be contacted at 206-464-1204 or [LangroG@wsdot.wa.gov](mailto:LangroG@wsdot.wa.gov).

Consultants are requested to not contact the project office regarding this contract either before or after the briefing. Any such contacts will affect the scores on the proposals.

**Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. At least 10 years Program Management experience, with specific knowledge of WSDOT Program Management systems (20 Points);



2. Knowledge and experience in transportation project development, especially managing individual project development within an overall program to accomplish program goals as well as individual project delivery (20 Points);
3. Specific knowledge and experience with transportation project and program scheduling and how to utilize scheduling systems to forecast funding needs, match to available funding, provide for program and project management, provide progress reporting and connect to WSDOT Program Management systems (20 Points);
4. Knowledge of Design-Build contracting (20 Points);
5. Knowledge of the Regional Transportation Improvement District goals, issues and relationship to this project. Ability to observe RTID actions and concerns and anticipate potential results that the I-405 Program could prepare for (20 Points);
6. Extensive knowledge of political and local agency issues along I-405 corridor (20 Points);
7. Familiarity with transit systems and facilities including Bus Rapid Transit systems (20 Points);
8. Knowledge of transportation issues and systems along I-405 Corridor (20 Points);
9. Knowledge of all potential transportation fund sources that may be utilized to fund I-405 work including sources to fund transit systems. Experience in applying for transportation funding grants. Ability to forecast potential funding that may come from future funding acquisitions for program planning purposes (20 Points);
10. Ability to incorporate goals and objectives of I-405 Steering Committee, Executive Committee, and Funding and Phasing Committee into I-405 implementation planning (20 Points); and
11. References/past performances (20 Points).

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. A copy of your performance evaluation forms must be included in packet B of your submittal.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal



Filemaker Pro form 272-019 “Performance Evaluations – Consultant Services.” The completed form must be received no later than the submittal due date.

***Performance Evaluations for Non-WSDOT projects:***

If evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax no later than the submittal due date. The evaluation form may be obtained by clicking on the link “Performance Evaluation Completed by Reference” which can be found on the main web page for this advertisement.

**Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications “Packet A” must consist of:

- Your responses to scoring Criteria 1 and 10.

Your Statement of Qualifications “Packet B” must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 11; and
- Your Submittal Information form(s.)

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.



Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, September 24, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, August 28, 2003 and Thursday, September 4, 2003.